

AREA San Jose	DIVISION Golden Gate	NUMBER
EVALUATED BY Sgt. C. Broyles ID# 14617		DATE 08/01/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION <input type="checkbox"/> Formal Evaluation <input checked="" type="checkbox"/> Informal Evaluation		SUSPENSE DATE 08/25/2008	
FOLLOW-UP REQUIRED <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Correction Report BY _____	COMMANDER'S REVIEW DATE

### 1. FIELD OFFICER REPORTS

	EVALUATED 08/01/2008	ACTION REQUIRED	CORRECTED
a. Are there guidelines for the review of Field Officer Reports?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Are supervisors informed/aware of deficiencies?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Are review levels appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Is the amount of time spent reviewing documents in balance with the need for document accuracy?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
b. Processing and flow appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Is the flow of office paperwork efficient?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Is the office filing system clear to supervisors?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) Is there a proper system for re-filing documents?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(2) Is there an organized system for submission of reports by officers?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Is there an efficient system for handling incomplete reports?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) Are officers performing tasks which are more appropriately handled by clerical personnel?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
c. Are traffic collision reports carefully reviewed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(1) Who is assigned review responsibility? Officers M. Walker and J. Peterson			
(a) Are review standards appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) Is coding proper? Is there an inordinate percentage of causes coded as unknown, other than driver, or other improper driving?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
(2) Are procedures in place to ensure issuance of CHP 170, Notice to Victims of Violent Crimes?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(3) What is the percentage of investigations that result in enforcement action? unable to locate/hand search required (L-1 advised)			
(a) Are controls on accident investigation-related citations appropriate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) General acceptance by the court and district attorney?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(4) Procedures for sale of report/photographs clearly understood by office personnel?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(a) Are copies of HPM 110.5, Collision Investigation Manual, revised as required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	
(b) Is there a clear understanding of "party of interest" as related to the sale of investigation reports?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	

STATE OF CALIFORNIA  
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**AREA MANAGEMENT EVALUATION**  
**FORMS AND REPORTS**  
CHP 453L (Rev. 5-06) OPI 009

d. Do employees have a clear understanding of when CHP 268, Potential Civil Litigation Report, is required? ☒ Yes ☐ No

(1) Are incidents adequately investigated/reported? ☒ Yes ☐ No

(2) Is the form reviewed/signed by the supervisor and commander? ☒ Yes ☐ No

(3) Is there a proper distribution of the completed form? ☒ Yes ☐ No

e. Who reviews arrest reports, CHP 202s, Driving Under the Influence Arrest-Investigation Report, and CHP 216s, Arrest-Investigation Report? Sergeants review arrest reports.

(1) Does the quality of review ensure acceptance by the court and district attorney? ☒ Yes ☐ No

(2) How are necessary corrections handled? Sergeants return reports needing corrections to the officers during briefings. Officers then complete the necessary corrections and re-submit the report.

f. Who reviews enforcement documents? Sergeants initially review and then clerical staff conducts a second review.

(1) Are accountability procedures for CHP 215s, Notice to Appear, effective? ☒ Yes ☐ No

(2) Are books checked out in numerical order? ☒ Yes ☐ No

(3) Who is responsible for the assignment log for CHP 215s, Notice to Appear? Clerical staff (Adel Hightree and Carlos Marifosque)

(4) Do employees understand policy as it relates to dismissal and voiding of enforcement documents? ☒ Yes ☐ No

(5) Is there a bulletin board for employee association items? ☒ Yes ☐ No

(a) Are proper procedures followed? ☐ Yes ☒ No

g. Who reviews activity reports? Sergeants

(1) Are CHP 415s, Daily Field Record, legible? ☒ Yes ☐ No

(2) Accurate? ☒ Yes ☐ No

(3) Are comparison evaluations done with enforcement documents and accident investigations? ☒ Yes ☐ No

## 2. TIMEKEEPING

EVALUATED  
08/01/2008

ACTION REQUIRED

CORRECTED

a. Is the error level for CHP 415s, Daily Field Record, within reasonable limits? ☒ Yes ☐ No

(1) What are the causes of the errors? Invalid beat code, failing to final prep. prior to submitting, not completing 415s for days off, Officer profile not changed when an officer changes shift.

(2) What corrections are needed? Sergeants are to remind officers of the above issues.

(3) Who is responsible for entering timekeeping information into MIS? Shirley Kwan and Nenita Linsao

(a) Has anyone else been cross-trained for this function? ☐ Yes ☒ No

b. Is the error level for CHP 71s, Attendance Report, acceptable? ☒ Yes ☐ No

(1) How often during the past year has Personnel Services Section notified Area of a needed correction? 5

(2) What method is used for employees to record their own timekeeping during the month? CHP 415 and 71

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(a) Who reviews CHP 71s, Attendance Report, for accuracy? Captain Cathy Wayne

(b) Is anyone cross-trained for this function?

☒ Yes ☐ No

**3. ADMINISTRATIVE REPORTS**

EVALUATED  
08/01/2008

ACTION REQUIRED

CORRECTED

a. Is a system in place for collecting required data and ensuring reports are submitted by reporting deadlines?

☒ Yes ☐ No

b. Who is responsible for meeting report deadlines? Area Supervisors and managers

c. Is a suspense system in place to facilitate completion prior to due date?

☒ Yes ☐ No

**4. LOCAL FORMS**

EVALUATED  
08/01/2008

ACTION REQUIRED

CORRECTED

a. Are forms limited to necessary repetitive, routine office functions which are unique to the Area?

☒ Yes ☐ No

b. Is the collected information necessary for improved efficiency and effectiveness?

☒ Yes ☐ No

c. Could forms be adopted for Department-wide use?

☒ Yes ☐ No

d. Is the supply adequate?

☒ Yes ☐ No

e. Is a local forms log maintained by Area?

TINA MEDEIROS

☒ Yes ☐ No

f. How are local forms reproduced (locally vs. Headquarters)?

g. Are local forms sent to Headquarters as per policy?

TINA MEDEIROS

☒ Yes ☐ No

h. Are forms properly numbered?

☒ Yes ☐ No

1. Field Officer Reports C (4)(b): A copy of GO 110.2 which details party of interest was placed in a binder at the front desk for the front desk officer or other employees to reference as needed.

1. Field Officer Reports F (5)(a) The majority of the items posted in the bulletin board were dated but were not initialed as required (reference HPM 9.1).

2. Timekeeping b (2)(b) Nenita Linsao is cross-trained to review CHP 71s.